

Roosevelt Junior College

CATALOG

1962 - 1963

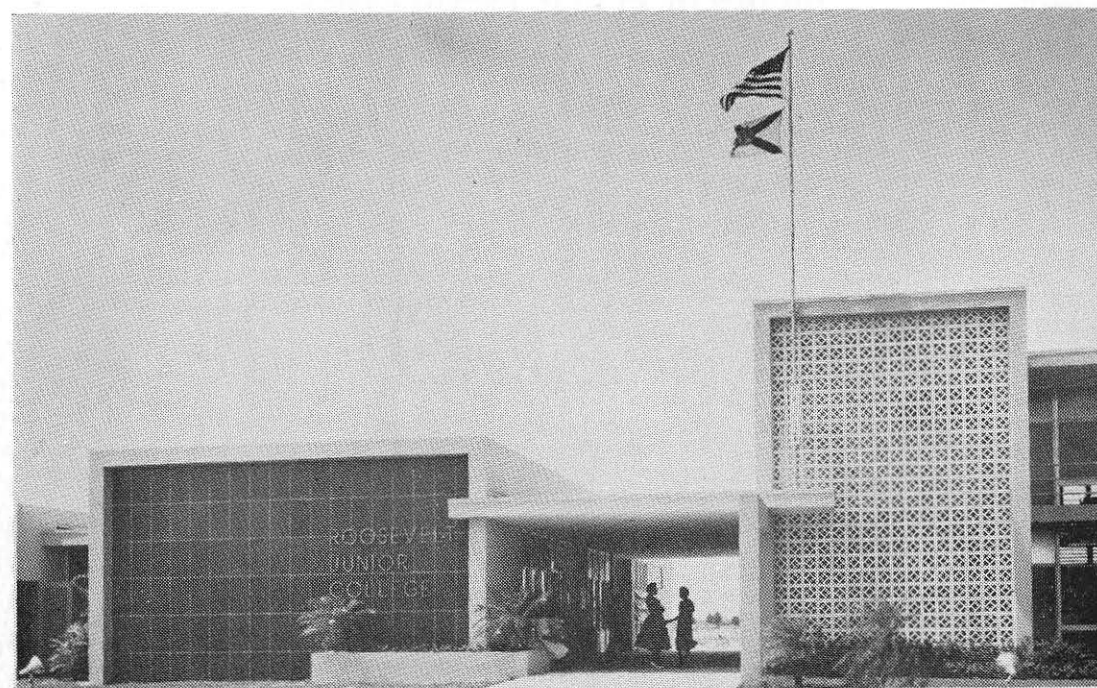
**1235 Fifteenth Street
WEST PALM BEACH, FLORIDA**

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ROOSEVELT JUNIOR COLLEGE

WEST PALM BEACH, FLORIDA



CATALOG

1962-1963

A TWO YEAR COEDUCATIONAL COLLEGE
OF THE
PALM BEACH COUNTY BOARD OF
PUBLIC INSTRUCTION

This catalog is to be retained by
each student as a reference.

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 B.S., Southern University
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 Advanced Study, Florida A & M University
 CONSTANCE T. JOHNSON *Health & Physical Education*
 B.S., Florida A & M University

CALENDAR

1962 - 1963

Fall Semester

August 21-31	Faculty Planning
August 30	Orientation—Testing New Students
August 31	Registration of Sophomores
September 4	Registration of Freshmen
September 5	Classes Begin
September 12	Last Day to change classes and to Register for Fall Semester Last Day to file Application for Degree, First Semester
November 8-9	Mid-Semester Examinations
November 22-23	Thanksgiving Holidays
December 19-January 1	Christmas Holidays
January 2	Classes resume
January 21-24	Final Examinations—First Semester
January 24	End of First Semester

Spring Semester

January 25	Orientation—Testing New Students
January 28	Registration of Sophomores
January 29	Registration of Freshmen
January 30	Classes Begin
February 6	Last Day for late Registration and any change of classes Last Day to file Application for Degree, Second Semester
April 4-5	Mid-Semester Examinations
April 12-15	Easter Holidays
April 16	Classes resume
May 30	Memorial Day Holiday
June 3-7	Final Examinations—Spring Semester
June 5	Class Recognition Night
June 7	Graduation

GENERAL INFORMATION

History

Roosevelt Junior College was established in 1958 by the Board of Public Instruction of Palm Beach County as a two-year coeducational community college. The college is authorized and jointly supported by the State of Florida under the Minimum Foundation Program Law passed in 1947 by the Florida Legislature.

Purpose

The purpose of Roosevelt Junior College is to offer an educational program that meets the needs of youth and adults in this community. In keeping with this broad goal, the College seeks to provide the following:

A guidance program that will help students to choose and accept goals that are appropriate to their abilities and limitations. Every effort will be made to aid students in the selection of Junior College offerings from which they can profit most.

A College transfer program (first two years) for those who seek sound preparation for continuing their education at an advanced level.

A program of Terminal Education for those who intend to enter gainful occupations at the end of two years of college or less.

A program of General Education for one seeking to broaden his cultural knowledge and become more effective as a person, a member of a family, a worker, a citizen.

A program of Community Services, in cooperation with other agencies of the area, designed to lead the intellectual and cultural life of the community; programs for information and entertainment; a center for participation in wholesome recreational activities; and activities leading to civic, social, moral and educational improvement of the community.

Philosophy

Roosevelt Junior College firmly believes:

In the worth and dignity of the individual.

... That every individual should be given an opportunity to develop his aspirations of becoming an adjustable, informed and contributing member of our society. . . .

To this end, Roosevelt Junior College exists to serve individual and community needs by providing an educational program at post-high school and adult levels for all who can profit therefrom.

Accreditation

The courses and programs at Roosevelt Junior College are accredited by the Florida State Department of Education. The College is authorized to award the Associate in Arts Degree. All curricula are approved for the training of veterans by the Veterans Administration.

LOCATION AND CAMPUS FACILITIES

Roosevelt Junior College is located on an 18 acre campus on Fifteenth Street, near Roosevelt Estates, in the city of West Palm Beach.

Classroom, administrative, library and laboratory facilities are housed in a beautiful modern building. A well equipped field house provides locker and showers facilities for physical education classes. Additional classroom, laboratory and office space will be constructed in the near future.

STUDENT PERSONNEL SERVICES

Guidance

The Guidance Services of the College function as an integral part of the educational program. The aim is to promote each student's understanding of himself and his potentialities in order that he may develop his capacities to the fullest. In the final analysis, however, each student is responsible for discovering his own needs and abilities and for planning his own program.

Each student is assigned to an adviser who assists him in the selection of courses at the beginning of each semester and who is available at any time during the academic year for consultation on any college problems.

In addition to the counseling given by the personal faculty adviser, the office of the Dean welcomes any student at any time to discuss problems upon which he needs guidance. It is the desire of the College Administration and Faculty to guide the students toward success and the personal satisfaction which come through the achievement of their desired objectives.

Orientation of New Students

A program of orientation is planned for all new students at the beginning of each semester. The purpose of this experience is to provide, in an informal manner, pertinent information regarding general routine, curricular and extra class experiences in order that Freshmen will more easily make the adjustment from high school to College methods.

Testing

Prior to entering the college each regular student participates in a group testing program. The results of these tests can be useful in helping students plan their educational programs and attain their goals. The tests are not given to determine which applicants shall be admitted, but to obtain information which will enable counselors to give the educational and vocational guidance best suited to each student's needs. The dates on which the tests are offered appear in the College Calendar.

Housing

Roosevelt Junior College maintains no dormitories or other housing units and assumes no responsibility for student housing. The college, however, does

cooperate in helping students find suitable living quarters. Any student engaging private housing away from home is required to file the name and address of his householder with the Dean of Students. Any change of address must be reported to the Registrar.

Assemblies

The Roosevelt Junior College program committee sponsors general assemblies which give students training in planning and taking part in programs, as well as emphasizing to them the fundamental right of assembly. These assemblies often bring to the campus prominent speakers and cultural programs.

STUDENT ACTIVITIES

Student Government

The students assume responsibility for their own affairs on campus through the Student Government Association. The entire student body elects the officers of the SGA and each class elects representatives to the Association.

Publications

Students are given the opportunity to get experience in the practical phases of Journalism through the publication of a school paper and a year-book. Experience in writing, editing, lay-out, photography and business management are provided through these publications.

Athletics

The college expects to organize a well-rounded program of intra-mural sports. Intercollegiate competition in basketball is sponsored by the College.

Clubs

Clubs devoted to intellectual and recreational interests are encouraged and established according to student requests.

Clubs currently active are: Student NEA, Dramatics, Business and Choral Groups.

GENERAL REGULATIONS

ADMISSIONS

Requirements for Admission

1. Candidates for admission must be graduates of standard, accredited high schools.

If the high school is not accredited the student will be accepted provisionally upon certification of graduation and presentation of 16 Units.

2. An equivalency of graduation certificate or an adult diploma obtained through General Education Development Tests may be accepted in lieu of high school graduation.
3. Qualified adults who wish to do special study but who are not interested in pursuing a degree program may enroll as unclassified students.
4. Students may be admitted from other accredited colleges and universities insofar as their credits fit the curriculum chosen at the College. Such students must present a transcript. Only grades of C or higher may be accepted for Advanced Standing Credit.

Admission Procedure

The applicant should do the following:

1. Secure an application from the college.
2. Forward the application blank, filled out completely, to the College.

The applicant should request the following pertinent information be sent to the College.

1. Transcript of his high school record.
2. Record of his G.E.D. Test Scores from the State Department of Education, Tallahassee, Florida, if he holds a High School Equivalence Certificate.
3. Transcript of previous College record if he has previously attended college.

The applicant must submit:

1. A Medical Examination Report Blank, furnished by the College and completed by a physician.
2. A Residence Affidavit Blank, furnished by the College.

The applicant will be notified of his admission status by the College after his application has been received and his credentials reviewed. The applicant will be informed concerning dates when entrance tests are administered and Orientation Activities begin. Date and Time for a personal interview will be arranged.

Prospective students are urged to submit applications for admission well in advance of the semester in which enrollment is desired.

Students are accepted for admission to the College for the second semester, which begins in February, as well as for the Fall session.

Registration

All students will go through a registration process each semester in order to select courses and arrange class schedules. Registration will take place on the dates indicated on the published calendar. Thereafter, registration may

occur by special permission of the College and upon payment of the late-registration fee.

Change of Registration

On dates set by the administration, during the first week of any semester, a student may make changes in his class schedule by completing the proper form obtained from the Registrar's Office. After the first week a student may not add a course for credit or change class sections.

Dropping a Class

Courses may be dropped or changed only with the approval of the Registrar. Courses dropped before the end of the fifth week will not be included on the student's Permanent Record. If a student officially drops a course or withdraws after the fifth week of classes, he will receive a grade of WP or WF for the course (or courses) depending upon his academic status at the time of withdrawal. If a student withdraws from a class without official approval, he will receive an F (Failing) for the course.

Withdrawal From College

If a student finds it necessary to withdraw from college, he should report to the Registrar's Office without delay and complete the proper form to make his withdrawal official. A student is not officially withdrawn until he has satisfactorily filled out this blank and returned it to the Registrar's Office.

Program for Veterans and for Veteran-Dependents on WOE

The College is approved by the State Department of Education and the Veterans Administration for training. Veterans who plan to attend under any of the various veterans' training laws and dependents of deceased veterans who expect to enroll under the War Orphans Educational Assistance Act, should consult the local Veterans Administration office well in advance of registration. Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges, just as other students. Upon certification by the College and the Veterans Administration, educational allowance is paid monthly to the veteran for training time computed as follows:

14 or more semester hours.....	Full time
10 to 13 semester hours.....	$\frac{3}{4}$ time
7 to 9 semester hours.....	$\frac{1}{2}$ time
1 to 6 semester hours.....	Fees only

STUDENT REGULATIONS

Student Load

A student enrolled on a full-time basis normally carries a program of

12 to 18 credit hours. Special permission must be obtained from the Registrar in order to carry additional hours. Working students should expect to carry less than a full-time academic load.

Auditing

Students who do not want credit may register for most courses as auditors with the payment of the standard fees.

Credits

The semester hour, which is the unit of credit at the College, is the equivalent of a subject pursued one fifty-minute period a week for one semester. Laboratory hours are evaluated at the proportion of one credit for every two or three hours of laboratory work.

Attendance

Prompt and regular attendance in class and laboratory sessions is expected of all students. Except in cases of emergency, the number of absences should not exceed one for each semester hour of credit in a course. When irregular attendance makes doubtful the satisfactory completion of any course, the student may be dropped from the course, at the discretion of the administration.

In event of absences in excess of the number allowed, written explanation must be presented to the Registrar by the person concerned.

Being excused for an absence in no way relieves the student of the responsibility of completing all the work of the course to the satisfaction of the instructor.

Discipline and Conduct

All students are expected to conduct themselves as ladies or gentlemen.

The College reserves the right to dismiss any student whose conduct on or off campus, is considered harmful to the College and to the community.

Violation of approved rules and regulations may make the student subject to dismissal from the College.

GRADING SYSTEM

Roosevelt Junior College uses the following grading system:

A —	Excellent	4 quality points
B —	Good	3 quality points
C —	Average	2 quality points
D —	Poor but passing	1 quality point
F —	Failure	0 quality point
I —	Incomplete	0 quality point
WP —	Withdrew passing	0 quality point
WF —	Withdrew failing	0 quality point
AUD —	Registered for audit	
S and U —	Non-Credit Courses	

Incomplete — A mark of I indicates incomplete work. "Incompletes" must be removed in a manner prescribed by the instructor, not later than the middle of the following semester in which the student is registered. Otherwise, the mark will be changed to an F on the official record.

WP and WF — These marks signify withdrawal from the college, or, by permission of the College, withdrawal from a course, with a passing or failing status.

Non-Credit Courses are graded S (Satisfactory) and U (Unsatisfactory).

Quality Point Average — The average is determined by multiplying the number of semester hours of each course taken in the total load, regardless of grade, by the number of points corresponding to the semester grade for the course. The total of all such points for the period is then divided by the number of semester hours for that period. The average is computed only on credit courses.

Failure and Probation — A student who fails half or more of his work, exclusive of physical education, during the term will be suspended from the college. In order to reenroll he will be placed on probation for one semester. During this period of probation, failure to maintain a "C" (2.0) average will result in a second suspension which will be final. The student will not be eligible for further attendance at the College.

A student failing to maintain a "C" or 2.0 average will be reenrolled on probation for his next semester.

Failure to maintain a "C" or 2.0 average during this semester will cause him to be reenrolled his next semester on probation. If the "C" average is still not achieved during this third semester the student will be placed on academic suspension for a semester.

After a semester of suspension has passed, he may be readmitted for one semester on probation. Failure to maintain a "C" average during this semester will cause the student to be permanently suspended.

GRADES AND REPORTS

Reports

Informal reports covering the work of the student for the first half of each semester will be issued to all freshmen and to students doing unsatisfactory work.

Formal reports showing the official grades made by the student in each subject during the semester will be issued to the student at the close of each semester.

Dean's List

The purpose of the Roosevelt Junior College Dean's List is to commend officially those full-time students (14 hours and above) whose grades are "B" average, 3.0 or over.

Honors

Honor Lists of part-time students carrying at least six semester hours

credits who have achieved a quality point average of 3.0 or over, will also be published each semester.

Examinations

Instructors are required to administer midterm and final examinations in each course. Periodic tests may be given at the discretion of each instructor. All students must take these examinations at the scheduled time and place.

GRADUATION REQUIREMENTS

To graduate from Roosevelt Junior College a student must:

1. Complete a two-year balanced course of study adapted to his needs, interests and capacities. The course of study must conform to a plan acceptable to the college.
2. Complete a minimum of 64 credit hours of work (the last 15 hours must be taken in residence) with a grade point average of 2.0 or better. The work must include:
 - a. Six semester hours in English Composition.
 - b. Four semester hours of Health and Physical Education (unless waived).
 - c. Freshman Orientation.
 - d. Six semester hours of Social Science (including a study of the U. S. Constitution).
 - e. Eight semester hours in Science.
 - f. Six semester hours in Mathematics.
3. Earn at least 15 credits toward graduation at Roosevelt Junior College; must be in residence at the time final credits are earned toward graduation.
4. File with the Registrar a petition for graduation before final registration of the last semester in attendance.
5. Satisfy all general and specific requirements of Roosevelt Junior College, including the fulfillment of all financial obligations.
6. Be in attendance at Commencement Exercises, unless a petition of absence is approved.

GENERAL EDUCATION REQUIREMENTS

The following program of General Education indicates the minimum number of semester hours required for students who plan to transfer. A grade of "C" or better must be earned in each course.

General Education, minimum.....	36 semester hours
	Semester Hours
(1) English 101, 102, 201-202.....	12
(2) Social Science 101, 102.....	6
(3) Science, By 101 or 102; Phy. Sc. 101 or 102 or Cy 101, 102.....	8
(4) Mathematics 101, 102 or 103, 104.....	6
(5) Physical Education 101-102 201-202.....	4
	36

Students who plan to transfer should obtain a catalog from the senior institution and check the four-year requirements with faculty advisers whenever programs are planned.

GENERAL FEES

Application Fee \$10.00

This "earnest" fee is required at time of application.

It is not refundable but will be credited to the student's fees at time of registration.

All full-time students are charged the registration fee of \$60.00; in addition, tuition charges are \$25.00 for other Florida or non-district students, and \$100.00 for non-Florida or out-of-state students.

Regular District Students

	Per Semester
Registration Fee	\$50.00
Student Activity Fee	10.00

Regular Non-District Students

(See Student Classifications. Page 3)

Tuition, in addition to Regular District Student Fees 25.00

Regular Non-Florida Students

(See Student Classifications. Page 3)

Tuition, in addition to Regular District Student Fees 100.00

Special Student Fees

(See Student Classifications. Page 3)

	Resident	Non-Resident
Registration Fee, 1 to 3 semester hours inclusive	\$15.00	\$30.00
4 to 8 semester hours inclusive	30.00	60.00
9 to 11 semester hours inclusive	45.00	90.00

Special Students are entitled to an activity card by paying the activity fee of \$10.00.

SPECIAL FEES

Late Registration Fee	\$ 5.00
Late Examination Fee, per course	1.00
Deferred Payment Fee, Regular Student	5.00
Deferred Payment Fee, Special Student, per course	1.00
Fee for dropping course during semester, per course	1.00
Graduation Fee (cap, gown, and diploma)	10.00

This fee is payable at the beginning of the last semester prior to graduation. If the student fails to meet the requirements for graduation, or is permitted to graduate in absentia, he is refunded cost of cap and gown.

Payment of Fees

Tuition and fees are due and payable at the time of registration; however, by paying a service fee of \$5.00 a student may defer a part of his fees by making a minimum payment of \$20.00, for residents, and \$50.00, for out-of-state residents, and arrange to pay the balance in six weekly installments. Special students who defer payment will be charged a service fee of \$1.00 per course.

All checks and money orders should be made payable to Roosevelt Junior College.

Fees for makeup examinations must be paid before the student is allowed to take the examination.

Refunds

Any refund due the student may be obtained only after he has officially withdrawn. The effective date for calculation of refund will be the date the written notification is filed in the office of the Registrar.

Period of Enrollment	Percentage of fee refunded
(Calculated from the date instruction begins for the semester)	
Within the first five days	80%
Between the first five and ten days	60%
Between the first ten and fifteen days	40%
Between the first fifteen and twenty days	20%
Over twenty days	0%

Purpose of Student Activity Fee

A student activity fee, paid by each regular student at the beginning of each semester, is administered by the Executive Council of the Student Government and is used to defray expenses connected with maintaining the following activities: athletics, college paper, college annual, such social activities as may be sponsored by the college. The payment of this fee entitles the student to an activity card by which he is admitted free to the games, programs, and social activities of the College.

Bookstore

Textbooks, materials required for class work, and basic supplies may be purchased in the bookstore operated by the College.

Classification of Students

FRESHMEN: Students with less than 24 semester hours of College credit.

SOPHOMORES: Students who have completed 24, but less than 64, semester hours of credit.

FULL-TIME: Students enrolled for 12 or more semester hours.

UNCLASSIFIED: Students enrolled in College credit courses who are not classified as Freshman or Sophomore.

Resident or Non-Resident Students

DISTRICT STUDENTS: A student is considered a District Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of legal permanent residence in the State of Florida and in a county of Florida which is cooperating in the Junior College Minimum Foundation Program for twelve months immediately preceding his registration at Roosevelt Junior College.

NON-DISTRICT STUDENTS: A student is considered a Non-District Student when he (or, is a minor, his parents, parent or legal guardian) has had his place of legal permanent residence for at least twelve months immediately preceding his registration at Roosevelt Junior College, in the State of Florida and in a county of Florida which is *not* cooperating in the Junior College Minimum Foundation Program.

NON-FLORIDA STUDENTS: Unless a student (or, if a minor, his parents, parent or legal guardian) has had his place of legal permanent residence in the State of Florida for at least twelve months immediately preceding his registration at Roosevelt Junior College, he will be classified as a non-Florida student and be subject to the out-of-state tuition of \$100.00 per semester.

REGULAR AND SPECIAL. A student is considered a regular student when he is carrying twelve or more semester hours of credit. When he is carrying less than twelve, he is classified as a special student.

SCHOLARSHIPS

A limited number of scholarships is available for worthy students at Roosevelt Junior College. Information as to application for any such assistance may be secured from the Dean-Registrar.

State Scholarships — Roosevelt Junior College is one of the approved Florida institutions for State General Scholarships for the preparation of teachers. These scholarships, awarded by the State Department of Education on a competitive basis are for \$400.00 per school year for a maximum of four years. The recipient is obligated to teach one year in Florida's Public Schools for each year the scholarship is in effect. Otherwise the recipient must repay the scholarship. Interested students should contact their high school principal or County Superintendent of Public Instruction concerning competitive examinations for these scholarships.

The Palm Beach County Board of Public Instruction will award a limited number of scholarships to Graduating Seniors from high schools in the County. The seniors must be in the upper 10 per cent of their graduating class and recommended by their principals.

Jerome French Scholarship

Mr. Jerome French gives a \$100.00 scholarship to be awarded to a worthy student who shows promise at Roosevelt Junior College.

Alice G. Mickens Scholarship

Mrs. Alice G. Mickens has made available a scholarship to be used in any curriculum in the Junior College. The basis of the award is need, character and scholarship.

Roosevelt Junior College Faculty Scholarships

A group of men and women faculty members awards one or two one-semester scholarships to outstanding students presently enrolled in the College. These scholarships are awarded on the basis of need, scholarship and character.

Leonora Sayles Scholarship

This scholarship was established in memory of the late Leonora Sayles by her children, to be awarded to a student at Roosevelt Junior College on the basis of need, scholarship and character.

Custodians Club Scholarship

The Public School Custodians Club of West Palm Beach and Riviera Beach, gives annually, a scholarship to a deserving boy or girl on the basis of need, character and scholarship.

Gardenia Lit-So Club

The Gardenia Lit-so Club awards annually The Rickey Littles Memorial Scholarship of \$150.00 to a member of the senior class from Roosevelt High School.

Roosevelt High School Parent Teacher Association

The Parent Teacher Association of Roosevelt High School established two scholarships to be awarded to deserving graduates from the institution.

Halsey & Griffith Co., Inc., Scholarship

Halsey & Griffith Company gives a scholarship annually to a promising student whose area of study is business education.

Roosevelt Boosters Club Scholarship

The Roosevelt Boosters Club, gives annually, a scholarship to a deserving boy or girl on the basis of need, character and scholarship.

ADDITIONAL SCHOLARSHIP DONORS

Zeta Tau Omega Chapter, Alpha Kappa Alpha Sorority.

West Palm Beach Alumnae Chapter, Delta Sigma Theta Sorority.

From time to time other individuals, organizations or business firms, will make scholarship grants to the college or directly to graduating high school seniors who are planning to attend Roosevelt Junior College.

SUGGESTED PROGRAMS OF STUDY

The Curricula listed below are offered by Roosevelt Junior College to serve a variety of individual needs. In selecting his curriculum, a student should be sure that he is qualified by previous training and experience to matriculate in the area chosen.

These curricula are designed to cover the first two years of a typical college program in Liberal Arts, Business Administration and/or Education and Pre-Teacher Education.

All courses of instruction are arranged in curricula leading to the degree Associate in Arts. Terminal Programs are offered in General Education and Business.

At a later date the College expects to increase its Terminal and Transfer offerings.

GENERAL COLLEGE CURRICULUM

This basic curriculum is outlined for students who plan to transfer to a four year institution for upper division study or for students who desire a two year program of General Education but who do not intend to seek a four year college degree.

For College transfer students, appropriate variations can be made to meet pre-professional requirements, such as law, medicine and dentistry. Although this schedule is flexible and can be adjusted to individual needs, the College reserves the right to require a balanced program in keeping with its graduation requirements.

Students who desire a two-year program of General Education but who do not intend to transfer are allowed a great deal of latitude in their selection of subjects. Minimum graduation requirements must be met by those seeking the Associate in Arts Degree.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. I	Sem. II	
Communications 101-102	3	3	English 201-202 (World Literature) 3 3
*Modern Foreign Language	3	3	*Modern Foreign Language 3 3
Social Science 101-102	3	3	History 201-202 (American History) 3 3
**Biological or Physical Science 101-102	4	4	**Biological or Physical Science 101-102 4 4
Mathematics	3	3	Music Appreciation 101-102 2 2
Health & Physical Education 101-102	1	1	Health & Physical Education 201-202 1 1
Orientation	0		
	--- ---		
	17 17		16 16

*Students planning to major in science may postpone their foreign language until the sophomore year. They would take 101-102 at the sophomore level and a technical language course after entering the upper division of a four year college.

**Students majoring in Science, Pre-Medicine or Pre-Dentistry should take Biology 121, 110, Chemistry 101, 103, Physics 201, 202, and Mathematics 103,104.

PRE-TEACHER EDUCATION

Recommended for students who plan to continue their training in Teacher Education at a Senior College or University.

FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. I	Sem. II	
Communications 101-102	3	3	English 201-202 (World Literature) 3 3
Social Science 101-102	3	3	History 105-106 3 3
Biological or Physical Science 101-102	4	4	Biology or Physical Science 101-102 4 4
Mathematics 101-102	3	3	Music Appreciation 101-102 2 2
Speech 101	3		
Education 101		3	
Health & Physical Ed. 101-102	1	1	Health & Physical Education 201-202 1 1
Orientation	0		Psychology 200-201 3 3
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	17 17		16 16

Students are advised to indicate the teaching level (Elementary, Junior or Senior High School) on which certification is desired.

The suggested program outlined above, may be varied to comply with that of institutions to which students plan to transfer for upper division work.

BUSINESS

The Business area offers instruction and training leading to occupational competence. The emphasis is on vocational training for immediate employment upon graduation. However, the interests of transfer students are also met.

GENERAL BUSINESS

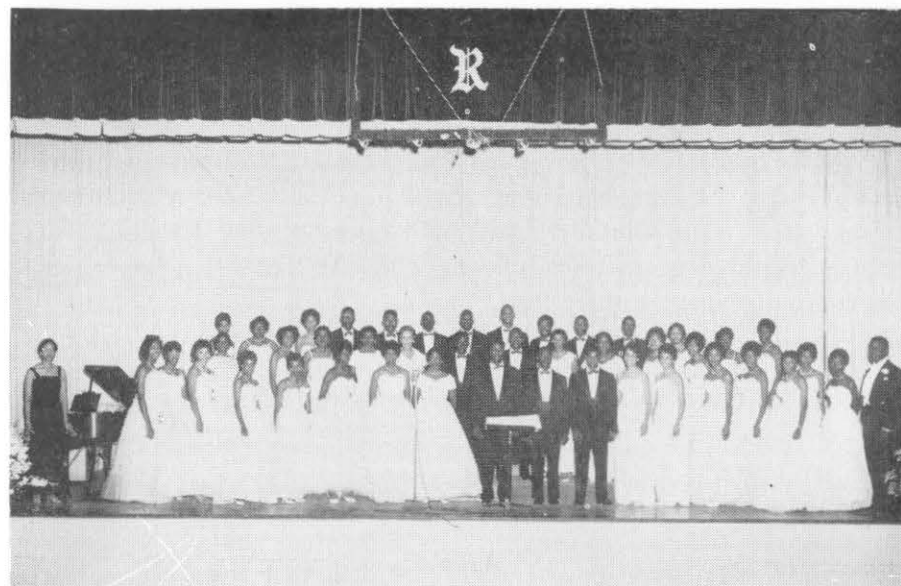
FRESHMAN YEAR		SOPHOMORE YEAR	
	Sem. I	Sem. II	
Communications 101-102	3	3	Accounting 201-202 3 3
Social Science 101-102	3	3	Economics 201-202 3 3
Natural Science 101-102	4	4	Introduction to Business 201 3
Business Mathematics 105	3		
College Algebra 103		3	Business English 202 3
Typewriting 101-102	2	2	Typewriting 201 2
Health & Physical Education 101-102	1	1	World Literature 201-202 3 3
Orientation	0		Health & Physical Education 201-202 1 1
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	16 16		Speech 105 3
			Elective 2 3
			--- ---
			17 16

SECRETARIAL

(Terminal)

FRESHMAN YEAR**SOPHOMORE YEAR**

	Sem. I	Sem. II		Sem. I	Sem. II
Communications 101-102	3	3	Office Procedure 201	3	
Social Science 101-102	3	3	Office Practice 202		3
Shorthand 101-102	3	3	Shorthand 201-202	3	3
Business Mathematics 105	3		Economics 201-202	3	3
College Algebra 103		3	Introduction to Business 201	3	
Typewriting 101-102	2	2	Typewriting 201	2	
Health & Physical Education 101-102	1	1	Health & Physical Education 201-202	1	1
Orientation	0		Business English 202		3
Elective	2		World Literature 201	3	
			Speech 105		3
	17	15		18	16

ROOSEVELT JUNIOR COLLEGE
COMMUNITY CHORUS

CHEERLEADERS

COURSES OF INSTRUCTION

On the following pages are descriptions of the course offerings of Roosevelt Junior College. The specific courses offered in any semester are to be found on the official class schedule issued each semester. The College reserves the right to withdraw any course offering when the class size is insufficient to warrant continuation of the course.

COURSE NUMBERING SYSTEM:

100-199 are courses intended primarily for freshmen.

200-299 are courses intended primarily for sophomores.

ART

Art 115 - 116. Art Appreciation. Survey of the development of painting, architecture and design planned to give an understanding of modern art and design, their origin, purpose and direction. Credit: 2 hours each semester.

BUSINESS

Accounting 201. A fundamental study of accounting and business practice. This includes the study of business papers and recording procedure, and covers the use of journals, controlling accounts, and general and subsidiary ledgers. It stresses the adjustments at the close of the fiscal period, and the form and preparation of financial statements, and provides instruction in the use of valuation accounts. A single-proprietorship set of books is kept as a part of the course. Credit: 3 semester hours.

Accounting 202. A continuation of accounting 201. A study of accounting procedures as applied to the partnership and the corporation. Topics include taxation, formation and dissolution of partnerships, organization of the corporation, departmental and manufacturing accounting, and the interpretation of financial statements. A partnership and corporation practice set is used. (Prerequisite: Accounting 101). Credit: 3 semester hours.

Business 201. Introduction to Business. A survey of American business enterprise and its operation. Special attention is given to business organizations, finance, organization of production, marketing, business occupations, and government and business relations. Credit: 3 semester hours.

Office Procedure 201. (Prerequisite: Typewriting 101 or equivalent) Designed to give the student such general office training as will enhance his opportunities for employment in the field of general clerical and secretarial work. Special emphasis is given to filing, adding and calculating machines and mimeographing. Credit: 3 semester hours.

Office Practice 202. (Prerequisite: Typing 101 or equivalent) This course is designed to correlate various office skills through actual work experience in the office. It includes secretarial training in general office procedure with clerical typing, letter writing, transcription from direct dictation to typewriter, and transcription from shorthand (for shorthand writers). Credit: 3 semester hours.

Shorthand 101. (Co-requisite: Typewriting 101 or equivalent) The first semester's work is devoted to the fundamental principles of Gregg Shorthand. A dictation speed of 50 to 70 words a minute on one and three-minute dictation tests with 95% accuracy in transcription is required. Credit: 3 semester hours. Class: 4 days weekly.

Shorthand 102. (Prerequisite: Typewriting 101 and Shorthand 101 or equivalent) This course develops skills of writing Gregg Shorthand up to 100 words a minute. A transcription rate of 30 words a minute is developed. Credit: 3 semester hours. Class: 5 days weekly.

Shorthand 201-202. (Prerequisite: Typewriting 102 or equivalent and Shorthand 102 or equivalent) Review of the principles of Gregg Shorthand; phrasing, vocabulary building and speed training. The course continues and concludes the general instruction offered for stenographic work. Credit: 3 semester hours. Class: 3 days weekly.

Typewriting 101. Designed to develop correct typewriting techniques and the application to typewriting skill in letter writing, tabulation, centering and time writing. Credit: 2 semester hours. Speed from 25 to 40 words per minute is expected. Class: 4 days weekly.

Typewriting 102. (Prerequisite: Typewriting 101 or equivalent) A continuation of typewriting 101 with further application to letter writing, tabulation problems, manuscript writing, business reports, and legal papers. Emphasis will be placed on increased speed and accuracy. A typing speed of 35 to 50 words a minute or more on a ten minute timed writing is expected of each student. Credit: 2 semester hours. Class: 4 days weekly.

Typewriting 201. (Prerequisite: Typewriting 102 or equivalent) Improvement in production typewriting is stressed. Emphasis is placed upon typewriting office projects, such as letters in various styles, telegrams, tabulated reports and legal documents. Special emphasis is devoted to

production, skill accuracy, and speed. Credit: 2 semester hours. Class: 4 days weekly.

ENGLISH

English 100. Basic English: A course designed for those students scoring within a certain range on the placement examination. Generally it will parallel English 101, but will meet five hours per week, the extra hours being devoted to the development of the basic skills in writing: vocabulary, punctuation, sentence structure and grammar. Students passing English 100 may enroll in English 102. Credit: 3 semester hours.

English 100-R. Reading. A course structured to develop needed skills in reading through the use of a variety of printed materials. Instruction will be geared to comprehension, rapid reading, vocabulary development, word recognition, and study habits. (English 100-R is required of students enrolled in English 100). Non-credit course.

English 101. Freshmen Communications. This is primarily a skills course which aims to develop proficiency in all aspects of communication, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being factual matters. Credit: 3 semester hours.

English 102. Freshmen Communications. This course consists of three units which introduce the students to the role of language in thought and action. These three units are (1) Language and Thought, (2) Persuasion (argument and logic), and (3) Mass Media of Communication (analysis of propaganda, etc.). The concern here is with the development of student ability to read critically and to write effectively. (Prerequisite: English 101). Credit: 3 semester hours.

English 201-202. World Literature. A study of the great masterpieces of literary forms and contents. It introduces the students to the best that has been known and written by renowned writers of the world. Credit: 3 hours each semester. (Prerequisite: English 102)

English 203-204. English Literature. A survey of English literature emphasizing the history and characteristics of certain literary forms, including the ballad, the epic, and modern narrative poetry. Credit: 3 hours each semester. (Prerequisite: English 102)

English 205-206. American Literature. Reading of representative literary works of significant writers to depict the origin and growth of American thought and culture. The reading and discussion will be based on

selections from 19th and 20th century authors. Credit: 3 hours each semester. (Prerequisite: English 102)

Business English 202. Designed to train students to write mailable and effective business letters. Special emphasis on correct use of English; business letter practice and principles. Credit: 3 semester hours.

HEALTH AND PHYSICAL EDUCATION

Health Education 101. Personal Hygiene. This course is concerned with the development of desirable knowledge, attitudes, and practices of the principles of personal hygiene, mental hygiene, and the hygiene of family living. Credit: 1/2 semester hour.

Health Education 102. Community Hygiene. This course includes the study of healthful group living, sources of infection, housing, food, sanitation, and the maintenance and improvement of group health. Credit: 1/2 semester hour.

Health Education 103. First Aid. This course covers standard and accepted principles of first aid practices, dressings, and bandages, wounds, and artificial respiration. Successful completion of the course entitles the student to the American Red Cross Advanced Certificate. Credit: 1 semester hour.

Physical Education 101. (Men) Required Physical Education. A general review of team sports designed to give the student sufficient knowledge and skills in order that he may enjoy participation in intramural activities. Physical conditioning and posture control may be developed through the use of anthropometric tests and skills. Emphasis on the development of individual activities will be accomplished through participation in tumbling and gymnastics, track and field activities, and other sports of a recreational nature. Credit: 1/2 semester hour.

Physical Education 102. (Men) Required Physical Education. A continuation of Physical Education 101. Credit: 1/2 semester hour.

Physical Education 101. (Women) Required Physical Education. A brief review of team sports to develop additional skills in basketball, volleyball, and softball in order to provide better opportunities for participation in the intramural program. Basic skills in individual and dual activities will be stressed in activities of a carry-over nature such as, golf, bowling, fencing, aquatics, archery and tumbling. Credit: 1/2 semester hour.

Physical Education 102. (Women) Required Physical Education. A continuation of Physical Education 101. Credit: 1/2 semester hour.

Physical Education 201. (Men) Required Physical Education. The primary purpose of the second year of required physical education is to

provide the student with fundamental knowledge and skills in sports activities that have leisure and recreational value of a carry-over nature. This purpose may best be achieved through provision for individual and dual activities as may be found in golf, tennis, badminton, handball, archery, wrestling, gymnastics swimming and water sports life saving, dance, and other recreational activities. Credit: 1 semester hour.

Physical Education 202. (Men) Required Physical Education. A continuation of Physical Education 201. Credit: 1 semester hour.

Physical Education 201. (Women) Required Physical Education. This course introduces the students to facts concerning activities in relation to individual and group living. Practice of additional skills in bowling, golf, tennis, badminton, archery, fencing and tumbling will be studied with emphasis on the development of recreational values to be used in later life. Credit: 1 semester hour.

Physical Education 202. (Women) Required Physical Education. A continuation of Physical Education 201. Credit: 1 semester hour.

MATHEMATICS

Mathematics 100. Arithmetic in General Education. Intended for students who need remedial work before going on with Basic Mathematics. It is a remedial course in arithmetic consisting of a clear explanation of the Fundamental Principles of Arithmetic leading to confidence, skill and accuracy in all numerical work. (Student's need for this course is determined by performance on a mathematics placement test). Non-credit course.

Mathematics 101. Basic Mathematics. A course which serves as a foundation for all work which might follow in mathematics. It integrates the concepts of arithmetic, algebra, geometry, and trigonometry, into a functional basic course. Credit: 3 semester hours.

Mathematics 102. Basic Mathematics. Designed for students who are taking terminal courses and would like to take more mathematics beyond 101 but are not interested in technical mathematics. This course will extend the topics presented in Basic Mathematics 101 and present more applications. Credit: 3 semester hours.

Mathematics 103. College Algebra. Designed for students who have had at least one year of high school Algebra and show interest in Mathematics or any phase of science or technology. A grade of at least "C" in former courses is a necessary prerequisite also. Credit: 3 semester hours.

Mathematics 104. Plane Trigonometry. Designed for students who have taken College Algebra and are interested in the Physical Sciences or show indications of promising work in mathematics. The course includes work with the trigonometric functions and their graphs; functions of sum and

difference of angles; half angles and multiple angles; equations and identities; logarithms and slide rule; solution of triangles; calculations with tables; complex numbers. Credit: 3 semester hours.

Business Mathematics 105. This course provides for a high development of skill in all phases of the fundamentals of arithmetic with emphasis on everyday business calculations. Credit: 3 semester hours.

Mathematics 201. Plane Analytic Geometry. Intended for students who plan to take calculus. Topics included: equation of a straight line, locus concept, the circle, the conics, rotation of axes, the general second degree equation, parametric equations and polar equations. Topics covered in solid analytics are: direction cosines, the plane, the straight line and curves in general, quadratic surfaces. (Prerequisite: College Algebra and knowledge of trigonometry). Credit: 3 semester hours.

MODERN FOREIGN LANGUAGES

French 101-102. Elementary French. Foundations in pronunciation and grammar; exercises in conversation and written and oral translation. Credit: 3 hours each semester.

French 201-202. Intermediate French. For those who desire to improve their reading knowledge of French and increase their conversational ability. Short stories, plays and novelettes by French authors are read. (Prerequisite: French 101-102 or two years of high school French). Credit: 3 hours each semester.

Spanish 101-102. For beginners who wish to read and speak Spanish and to become acquainted with the geography, history, literature, art, music and customs of Spain, Mexico and other Spanish-speaking countries. Credit: 3 hours each semester.

Spanish 201-202. Intermediate Spanish. For those who wish to improve their reading knowledge and conversational ability in the language. The reading material consists of short stories and other selections by Spanish and Latin American authors. (Prerequisite: Spanish 101-102 or two years of high school Spanish). Credit: 3 hours each semester.

MUSIC

Music 100. Sightreading and Eartraining. The purpose of the course is to teach the students who have little or no musical training to accurately read and sing at sight one, two, three and four part choral music commensurate with the length of study and individual aptitude. Credit: 2 semester hours.

Music 101-102. Music Appreciation. An introduction to the study of music as an art with illustrations for intelligent listening as a basis for appreciation. Credit: 2 hours each semester.

Music 103-104. Fundamentals of Music. This course is designed as a

background for persons who are interested in music as a profession or music as a vocation. Note values, piano keyboard, time signatures, major and minor key signatures and scales and the I-V-IV Chords are emphasized. Credit: 2 hours each semester.

Music 201-202. (Harmony) Four part harmonization of figured and unfigured bases and soprano melodies; the study of the tonic, dominant, subdominant, and dominant seventh chords and the inversions of these chords, use of the secondary chords. Pre-requisites Music 103-104 or by permission of the instructor. Credit: 3 hours each semester.

APPLIED MUSIC

Piano— A beginning piano for those persons who have little or no training in piano. Two—one half hour lessons per week. No credit. By permission of the instructor.

Piano 107-108. Piano techniques taught through scales, arpeggios, and such studies as Czerny, Schmitt Preparatory Studies; Certain works of similar difficulty. Two—one half hour lessons per week. Credit: 1 hour each semester.

Junior College Choir: Membership by audition to all students and members of the community. Credit: 1/2 hour each semester.

SCIENCE

Biological Science 101. Biological Science 101 provides an introduction to fundamentals of biology through a study of the structure, functions, and classifications of plants and animals. The course provides a background for more advanced courses and a knowledge useful to those students who do not plan to do further work in this field. This course deals primarily with plant life. Credit: 4 semester hours.

Biological Science 102. Biological Science 102 is a continuation of 101. It deals with animal life and the other specialized fields of Biology. Credit: 4 semester hours.

Biology 110. Botany (3 lectures 4 laboratory hours per week). A study of the classification, structures and functions of the various phyla of plants. Preserved and living specimens are examined under the microscope. Living specimens of the area are used to observe response to the environment. Credit: 4 semester hours.

Biology 121. Zoology. A study of the classification and organization of the various groups of vertebrates and invertebrates. Structure, function, and comparative relationships are brought out through lectures, laboratory dissection, and the use of the microscope. Especially useful for those interested in further study in the biological sciences. Required for Pre-Dental, Pre-Medical and Pre-Nursing students. Credit: 4 semester hours.

Chemistry 101. General Inorganic Chemistry. A thorough study of the

fundamentals, theories, laws and principles of Inorganic Chemistry is made. Emphasis is placed upon the mathematics required for chemistry. Credit: 4 semester hours.

Chemistry 102. General College Chemistry. A continuation of Chemistry 101. The application of the principles to the metals and the non-metals. The laboratory will be qualitative analysis. (Prerequisite: Chemistry 101). Credit: 4 semester hours.

Chemistry 103. Qualitative Analysis. A course based on the theory and practice of inorganic qualitative analysis dependent upon the principles of modern chemistry. One hour of the laboratory time is devoted to lecture on theories upon which qualitative analysis is dependent. Required for Pre-Nursing, Pre-Medical, Pre-Dental students and for students who plan to study pharmacy. (Prerequisite: Chemistry 101). Credit: 5 semester hours.

Physical Science 101. Survey of Physical Science. A survey of the development of science in general, including the study of: meteorology-climate and weather; astronomy; the earth in the solar system and the universe; and geology; the history of the earth and changes in its surface. Credit: 4 semester hours.

Physical Science 102. Survey of Physical Science. A survey of the fundamental concepts of chemistry and physics with the use of simple mathematics in their application to every day life. This semester includes the study of: chemical, physical, and nuclear changes; the nature, structure, and classification of chemical elements and compounds; the production and use of metals in our civilization; the carbon, nitrogen, and hydrogen cycles; combustion, sound, light, and electricity as forms of energy. This semester is recommended for students planning to take chemistry and physics but who have not had these courses in high school. Credit: 4 semester hours.

Physics 201-202. College Physics. A study of the principles and laws in mechanics hydrostatics, heat, light, sound, electricity, magnetism, atomic and nuclear physics, experimental work conducted in the above topics. Three lectures and two, two-hour laboratory periods each week. (Prerequisite or taken concurrently: Mathematics 101, 102). Credit: 4 hours each semester.

SOCIAL SCIENCE

Social Science 101. American Institutions. Sociological Foundations. A study of the individual as a member of social groups, major social institutions and their development. Basic problems of group and institutional life are also emphasized. This course is fundamentally an introduction to sociology. Credit: 3 semester hours.

Social Science 102. American Institutions. Economic and Political

Institutions. A continuation of Social Science 101 but emphasizing economic and political institutions, their development, characteristics, and major problems. In connection with the study of political institutions, the course provides for a detailed study of the Constitution of the United States. Credit: 3 semester hours.

History 105. History of Western Civilization. A survey of the development of western civilization with special interest placed upon the heritage of the United States and with factors which have influenced civilization. Credit: 3 semester hours.

History 106. History of Western Civilization. This course emphasizes the consolidation of large states and the evolution of the democratic processes. The influence of the movements on American Life is also stressed. Credit: 3 semester hours.

History 201. History of the United States. This course covers the historical forces which shaped American Life between 1492 and 1865 with emphasis on the political experiences of the colonies; the establishment of our national government; the rise of political parties, democratic and reform movements, and the Civil War. Credit: 3 semester hours.

History 202. History of the United States, 1865 to the present. This course stresses Reconstruction, North and South; the economic revolution; social and agrarian movements; and the World Wars. Credit: 3 semester hours.

Political Science 210. Introduction to American Government. This course includes a study of the legislative, judicial, and executive branches of the national government, with emphasis on the machinery and functions of the United States. Credit: 3 semester hours.

Principles of Economics 201. Introduction to Economics. This course deals with the nature and scope of economics and aims to provide an understanding of the basic economic concepts. It includes topics such as problems of the consumer, the nature of production, price determination, and distribution. Credit: 3 semester hours.

Principles of Economics 202. This course is a continuation of Economics 201, and attempts to relate the principles of economics to problems of American economy. Topics covered are money and banking, government finance, international trade, industrial relations, and problems of monopoly. (Prerequisite: Economics 201). Credit: 3 semester hours.

Economics 203. Consumer Economics. The emphasis in this course is placed on economic problems of special interest to the consumer. Credit: 3 semester hours.

Sociology 200. Introduction to Sociology. This course deals with the principles of collective behavior, social process, personality development and culture. Credit: 3 semester hours.

Sociology 205. Marriage and The Family. Provides a source of information on the general subject of marriage and family relations. Open to any student, unmarried or married, who is sincerely interested in attitudes and information with which he might intelligently plan for marriage or develop his present marital relations. Concerned with courtship, choosing a mate, the engagement, factors in marital adjustment, family budgeting, parenthood, and related topics. (Prerequisite: Sociology 200 or consent of the instructor). Credit: 3 semester hours. Terminal Course.

Geography 211. Introduction To Geography. A study of the forces of the physical environment and their significance in human affairs. Emphasis is placed upon such topics as weather, soil erosion and the conservation of natural resources. Special attention is given to reading and interpretation of maps as tools of geographic expression and understanding. Credit: 3 semester hours.

Geography 212. Conservation of Natural Resources. Special emphasis is placed upon the importance of natural resources in the United States and their utilization. Additional attention will be focused upon the abuse and possible remedies on a local and national basis. Credit: 3 semester hours.

PSYCHOLOGY AND EDUCATION

Education 101. Introduction to Education. An exploratory course in education designed for those students who wish to become teachers. Attention is given to the place of education in American culture, the social and philosophical movements which have shaped the course of education in America from Colonial times to the present; the organization and administration of education, personnel, physical facilities and equipment, opportunities, rewards, placements, trends, training and certification requirements. Special emphasis is given to Florida's School Program. Credit: 3 semester hours.

Psychology 110. General Psychology. This course is an introduction to psychology and it consists of a systematic study of the development of psychology as a science. A survey of the methods, techniques, and experiments of the field is made. Credit: 3 semester hours.

Psychology 200-201. Human Growth and Development. The purpose of this course is to help the student understand that growth and development are processes which are characteristic of human beings and are continuous from conception to adulthood and maturity. The characteristics of mental life and learning, emotional, physiological, moral and personality development, and social adjustment are studied to give the student a better understanding of the behavior of children and youth. Credit: 3 hours each semester.

Psychology 202. Educational Psychology. The various theories of learning

are examined. The literature dealing with education from pre-school to college level is surveyed. Topics include principles of development, learning, motivation, problem solving, individual differences, adjustment, guidance and measurement. Credit: 3 semester hours.

SPEECH

Speech 105. Fundamentals of Speech. A course designed to give the student the fundamental principles necessary to the development of an acceptable speaking voice and an effective informal conversational style. Emphasis is placed upon adjustments, voice, articulation, pronunciation, listening, the skills of oral reading, and the skills of informative speaking. Credit: 3 semester hours.

Speech 106. Public Speaking. A course designed to give the students practice in critically analyzing contemporary speeches and speakers and in the delivery of various types of public speeches. There is continued instruction in organization, phrasing, and diction. Special emphasis is placed upon purpose, audience, occasion. Credit: 3 semester hours.

*Roosevelt Junior College reserves the right
to make changes in its program when
such changes become necessary.*